

August 2009

**Sections 27, 30, 31 & 32  
Environmental Protection Act  
R.S.O. 1990**

**GUIDE FOR APPLYING  
FOR  
APPROVAL OF A  
WASTE MANAGEMENT SYSTEM  
FOR  
MOBILE WASTE PROCESSING**

**Version 1.0**

**CONTENTS OF THIS DOCUMENT ARE SUBJECT  
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**PIBS 6992e**

*Protecting our environment.*



## Addendum:

This document is updated regularly by the Ministry of the Environment (Ministry) to ensure that it provides accurate guidance relating to current policies, acts, regulations and application requirements. To obtain an updated copy of this document, please refer to the “publications” section of the Ministry Internet site at [www.ene.gov.on.ca](http://www.ene.gov.on.ca) or contact the Environmental Assessment and Approvals Branch by telephone at 1-800-461-6290 (locally at 416-314-8001) or by e-mail at [EAABGen@ene.gov.on.ca](mailto:EAABGen@ene.gov.on.ca).

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## FOREWORD

The Ministry of the Environment's (Ministry) approvals program requires that all undertakings requiring approval under Ministry legislation are carried out in accordance with the Acts and applicable Regulations and Guidelines administered by the Ministry. These requirements are updated from time to time by the Ministry as environmental standards and environmental management approaches are modified.

As requirements are changed, the information needed to demonstrate compliance with them may also change. In recognition of this, the Ministry will update this document to reflect the most current requirements. All website addresses referred to in this document were current at the time of release.

While every effort has been made to ensure the accuracy of the information contained in this guide, it should not be construed as legal advice.

For any addenda or revisions to this guide please visit the Ministry website at:

<http://www.ene.gov.on.ca/envision/gp/index.htm>

or contact:

Environmental Assessment and Approvals Branch  
Ministry of the Environment  
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# INTRODUCTION

## *Purpose*

This document is intended to provide guidance to Applicants of waste management systems, when requesting approvals of mobile waste processing equipment or processes under Section 27, Part V of the *Environmental Protection Act* (EPA), R.S.O. 1990, Chapter E-19. This document describes the approvals process in general, clarifies the information required by the respective application form and specifies the technical information that may be required in support of the application.

## BACKGROUND

The mandate of the Ministry is to ensure the protection, and where degraded, rehabilitation of the natural environment. This mandate also includes preservation of natural resources for the enjoyment and benefit of present and future generations, both human and animal.

This mandate is sanctioned by several pieces of legislation in the Province of Ontario, which include the *Ontario Water Resources Act* (OWRA), the *Environmental Protection Act* (EPA), *Pesticides Act* (PA), the *Safe Drinking Water Act* (SDWA), the *Environmental Assessment Act* (EAA), the *Act Respecting Environmental Bill of Rights in Ontario* (EBR), and the recently proclaimed *Services Improvement Act* (SIA), together with numerous Regulations made under these Acts.

These Acts and Regulations establish the authority and responsibility of the Ministry, the legal requirements for Applicants of various proposals, obligations of the owners of existing facilities and equipment with respect to their impact on public health and the environment, and the rights of residents of Ontario with respect to those proposals, facilities and equipment. These requirements and rights include the need to obtain approvals or permits prior to the implementation of proposals that may have the potential to impact public health and /or the environment, and includes the right of the residents of Ontario to be made aware of proposals in order that the public has the opportunity to comment on those proposals.

The statutory requirement for a Certificate of Approval (CofA) for a waste management system for mobile waste processing equipment or processes is contained in Section 27 of the EPA. Section 27 requires that approval be obtained from the Director before using, operating, establishing, altering, enlarging or extending a waste management system or a waste disposal site. The actual CofA is issued by the Director under Section 39 of the EPA.

While mobile waste processing is not specifically defined in O.Reg. 347 -*General Waste Management Regulation* the Ministry has developed this guide and approvals process for applications that include the use of transportable equipment to process waste. Historically, the Ministry has issued both waste management system and waste disposal site CsofA for mobile waste processing operations. Depending on the time in which the mobile waste processing application was submitted the Ministry may have issued both types of approvals.

This guide clarifies the requirements in that a single CofA for a waste management system for mobile waste processing will be issued. When new applications are submitted to amend CsofA for previously approved mobile waste processing operations the Ministry will convert those approvals to a CofA for a waste management system for mobile waste processing. In certain situations this may involve revoking a waste disposal site CofA and re-issuing the CofA as a waste management system approval.

For guidance on how to apply for a CofA for a waste management system or how to apply for a CofA for a waste disposal site please refer to the Ministry's documents entitled "Guide for Applying For Approval of Waste Management Systems" (PIBS 4185e) and "Guide for Applying for Approval of Waste Disposal Site" (PIBS 4183e).

## ***How to Use this Guide***

Applicants should be aware that, in addition to the approvals and permits required by this Ministry, other Ontario ministries and other levels of government (e.g. federal or municipal), may have approval or permit requirements. It must be emphasized that approval under one Act does not abrogate the requirement to obtain approval under other Acts or any other legislation. For example, in addition to approvals under the EAA and Part V of the EPA, the proposal may require approvals under Section 9 of the EPA for discharge of contaminants, including noise, into the natural environment as well as under Section 53 of the OWRA for sewage works. The local District Office of the Ministry can help Applicants determine what approvals are required.

It is the Applicant's responsibility to be aware of and to understand all legal requirements of the EPA and other applicable legislation. Applicants should refer to the Acts and Regulations for a comprehensive review of those requirements. Similarly, for an in-depth understanding of the Ministry's guidelines and procedures, Applicants should refer to the publications section on the Ministry Internet site at <http://www.ene.gov.on.ca/en/publications/index.php>.

## ***Reference Documents***

Throughout this guide there are references to supporting documentation, either Ministry publications or pieces of legislation, which Applicants are encouraged to review. To obtain supporting documentation published by the Ministry, please refer to the publications section on the Ministry Internet site at [www.ene.gov.on.ca](http://www.ene.gov.on.ca) or contact the Environmental Assessment and Approvals Branch by telephone at 1-800-461-6290 (locally at 416-314-8001) or by e-mail at [EAABGen@ene.gov.on.ca](mailto:EAABGen@ene.gov.on.ca). To access legislation please refer to Service Ontario's e-Laws site at [www.e-laws.gov.on.ca/index.html](http://www.e-laws.gov.on.ca/index.html), contact Service Ontario by telephone at 1-800-668-9938 (locally at 416-326-5300) or by e-mail at [e-laws@ontario.ca](mailto:e-laws@ontario.ca).

## **PART 1 – WASTE APPROVAL PROCESS**

### **1.1. *Penalty for False Information***

Applicants are reminded that it is an offence under Section 184 of the EPA to knowingly give false information to the Ministry in respect to matters under the Act or Regulations. Penalties for this and other violations could result in fines of up to \$4,000,000 for the first conviction and up to \$6,000,000 for each subsequent conviction where the offence is committed by an individual, and \$6,000,000 and \$10,000,000 respectively where the offence is committed by a corporation.

### **1.2. *Application Preparation***

The Applicant is responsible for preparing a complete application in order to obtain approval under Section 27 of the EPA. The work to be completed in this stage is independent of the Ministry process and timing will be highly variable based on the available resources and background information available to the Applicant.

#### **1.2.1. *Pre-Application Consultation***

Pre-application consultation is a dialogue between the Applicant and the Ministry, prior to the submission of an application for approval. Pre-application consultation is meant to assist Applicants in defining the environmental objectives for the project, establishing general acceptability of the proposal, identifying any special approval related requirements, and if applicable, determining the need for public consultation/notification.

#### **1.2.2. *Consultation with the Ministry of the Environment***

Where pre-application consultation is required or desired, it should be initiated by contacting the local District Office of the Ministry. The District Office may call upon or direct the proponent to other offices, branches or sections of the Ministry which may play a role in the approval process. To find the appropriate local Ministry District Office please refer to the Ministry website or use this link <http://www.ene.gov.on.ca/envision/org/op.htm#Reg/Dist>.

In the pre-application consultation with the Ministry, the Applicant should be prepared to discuss the nature of the proposal and identify the equipment/process which constitutes the proposed waste management system and any confidential information concerns. The Ministry will assist the Applicant in identifying all provincial environmental legislation, policies, objectives, guidelines and procedures applicable to the project and provide information on the financial assurance requirements. The Ministry would also discuss with the Applicant the need for, the scope and the specifics of the various types of information and documentation which may be required to be obtained/prepared and submitted with the application for approval (e.g., scope of the required environmental impact analysis), including any special concerns which should be addressed.

As a result of pre-application consultation Applicants will be better prepared to develop the environmental objectives (including public health) for the project with a clear understanding of the Ministry's requirements, and design the waste management system to meet these objectives.

### **1.2.3.     *Environmental Assessment***

The Ministry has standardized the approach to waste management projects under O.Reg. 101/07 - *Waste Management Projects*. This regulation, which applies equally to public and private sector projects, describes what types of waste management projects are subject to the *Environmental Assessment Act* and require an Environmental Assessment (EA) or an Environmental Screening Process (ESP) be completed.

Applications for waste management systems are generally not subject to the requirements of the *Environmental Assessment Act* unless specifically designated by way of a regulation. However, applicants should be aware that the use of mobile waste processing equipment at a site operating under an EA approval or completed ESP may not be a permitted activity.

For more information regarding the Environmental Assessment requirements for your project, please refer to the "Guide to Environmental Assessment Requirements for Waste Management Projects", PIBS 6168e.

### **1.2.4.     *Mandatory and Discretionary Hearings***

Applications submitted under Part V, EPA may be subject to a mandatory hearing or a discretionary hearing. Section 30 of the EPA describes the types of applications that are subject to a mandatory hearing, and Section 32 of the EPA describes those that are subject to a discretionary hearing.

A proposal for a waste management system is not subject to a mandatory hearing requirement. Generally, applications for new or expanded waste disposal sites for the final disposal of domestic waste the equivalent of 1500 persons, or for hauled liquid industrial waste or hazardous waste, require a mandatory hearing.

Other proposals, including those for waste management systems, are subject to a discretionary hearing. A decision on whether a discretionary hearing will be required for a particular proposal will be made by the Director after completion of the technical review.



### **1.3. Approval Process**

The approval process generally consists of pre-application consultation, review of application, and issuance of approval. These steps are outlined below to give the Applicant an understanding of the process requirements and enable them to account for those requirements in the scheduling of their projects in order to avoid unforeseen delays.

#### **1.3.1. Screening of Applications for Approval**

Upon receipt by the Environmental Assessment and Approvals Branch (EAAB) of the Ministry, the application is assigned to an Application Assessment Officer who screens it for completeness. If an application is grossly incomplete, it will be returned in its entirety.

All other applications undergo a detailed assessment of the entire submission for adequacy of the submitted fee, completeness of the application form, and presence of the required supporting information and documentation. If required, based on the results of the assessment of the submission, the Application Assessment Officer generates a letter of acknowledgement identifying the missing supporting information and documentation and the details of any fee discrepancy.

If the Applicant fails to submit the outstanding fee or address the request for additional information or documentation identified in the letter of acknowledgement within the time allowed, the Application Assessment Officer will initiate the process of cancelling the application and refunding the submitted application fee in the amount reduced by any applicable non-refundable portion of the fee, as stipulated in the fee regulation O.Reg. 363/98 – *Fees Certificates of Approval*.

Once it is ascertained that a submission is complete, including all appropriate fees, an acknowledgement letter is sent to the Applicant and the submission is assigned to a Ministry Waste Review Engineer or Waste Evaluator.

#### **1.3.2. Technical Review of Applications for Approval**

Upon receipt of the application, the Waste Review Engineer or Waste Evaluator will determine if the application requires any supplementary review (e.g., comments on the submitted environmental impact analysis from the Technical Support Section of the appropriate Regional Office of the Ministry) and if required, will request such reviews without delay.

During the technical review of an application the EAAB Waste Review Engineer or Waste Evaluator will assess/consider:

- a) The completeness and adequacy of the submitted detailed design documentation and other supporting information;

- b) The compliance of the proposal with the Ministry Acts, Regulations, policies, objectives, and environmental guidelines;
- c) The conformance of the design to the principles of sound engineering;
- d) The adequacy of controls and contingencies provided to facilitate the proper operation of the system;
- e) The amount of Financial Assurance if required; and
- f) Comments and concerns of any supplementary reviewers.

The Waste Review Engineer or Waste Evaluator will hold Applicants accountable to document compliance and are required to identify deficiencies in the application and supporting information.

During this review, the Waste Review Engineer or Waste Evaluator may determine that additional information is necessary for proper assessment of the application, or that the application involves aspects which require submission of additional fees. A failure to provide the additional information/fee requested within the Ministry stipulated timeline, or to work with the Ministry to negotiate a new timeline will result in the cancellation of the application.

If during the review a non-compliance with published Ministry requirements is identified, the Director will issue a non-compliance letter requiring a revision to the proposal. If the Applicant fails to revise the proposal so that compliance with the Ministry's requirements is accomplished, the application will be refused in accordance with the process described below.

### **1.3.3. Recommendation/Refusal for Approval**

Upon completion of the technical review, the Waste Review Engineer or Waste Evaluator prepares a recommendation to the approving Director to either approve the application, in which case they would prepare a CofA, or to refuse the application. This recommendation considers the conclusions of any supplementary reviews.

### **1.3.4. Issuance of Approval**

Upon considering the recommendation of the Waste Review Engineer or Waste Evaluator, the approving Director may grant approval for the proposal or, if in his/her opinion it is in the public interest to do so, refuse to grant approval or grant approval on such terms and conditions as he/she deems necessary.

The Director may grant his/her approval of the proposal by issuing one of the following documents:

- i) A new CofA;
  - Issued to approve the establishment of new waste management system for mobile waste processing or expansions or alterations to waste management systems for mobile waste processing
- ii) An Amended CofA;

- Usually issued to approve expansion or alteration to existing previously approved waste management systems for mobile waste processing
  - Revokes and replaces the existing CofA
- iii) A Notice amending an existing CofA
- Usually issued to approve modifications to existing previously approved waste management systems for mobile waste processing or modifications to the existing terms and conditions of an existing CofA
  - Becomes part of the CofA it amends

In granting an approval, the Director usually imposes terms and conditions on the CofA. These conditions cover the operation and performance of the mobile waste processing units and may cover such items as design, maintenance and operation of the equipment and any pollution control devices, monitoring and reporting, and minimum performance requirements necessary to achieve compliance with the EPA and all applicable Regulations and guidelines.

### **1.3.5. Appeal Provisions**

Section 139 of the EPA allows the Applicant to request a hearing by the Environmental Review Tribunal (ERT) if the Director:

- Refuses to issue, renew, cancels or suspends or revokes a CofA;
- Imposes terms and conditions in issuing a CofA; or
- Alters the terms and conditions or imposes new terms and conditions on a CofA after it is issued.

## **1.4. Public Access to Application Information**

The public release of information contained in application forms and documentation submitted in support of applications is subject to the provisions of the Freedom of Information and Protection of Privacy Act, R.S.O. 1990, and/or the Municipal Freedom of Information and Protection of Privacy Act, R.R.O. 1990. These Acts define what may and may not be disclosed to the public, and are used to assess all requests for information contained in the documents on file with an application for approval.

Information in the application form with the exception of an individual's name and mobile phone number is not considered confidential and therefore can be released to the public upon request.

If an Applicant considers a component of the supporting documentation to be proprietary in nature then the Applicant must clearly identify all sections of the supporting documentation which are to be considered confidential or proprietary. A request for the information that is marked confidential would be handled through the Freedom of Information (FOI) process.

## **PART 2 - INSTRUCTIONS FOR COMPLETING THE APPLICATION FORM**

### **2.1. General Instructions**

Applicants are responsible for ensuring that they are working with the most recent “Application for a Certificate of Approval for a Waste Management System for Mobile Waste Processing” form, PIBS 6993.

To obtain the application form and any supporting documentation, please refer to the publications section on the Ministry Internet site at [www.ene.gov.on.ca](http://www.ene.gov.on.ca) or contact the Environmental Assessment and Approvals Branch by telephone at 1-800-461-6290 (locally at 416-314-8001) or by e-mail at [EAABGen@ene.gov.on.ca](mailto:EAABGen@ene.gov.on.ca).

Questions regarding completion and submission of this application should be directed to the Environmental Assessment and Approvals Branch of the Ministry at the address below.

Environmental Assessment and Approvals Branch  
2 St. Clair Ave. W. Floor 12A  
Toronto, ON M4V 1L5  
Phone: 416-314-8001  
Toll Free: 1-800-461-6290  
Email: [EAABGen@ene.gov.on.ca](mailto:EAABGen@ene.gov.on.ca)

A complete application package and the correct application fee must be submitted to the Environmental Assessment and Approvals Branch.

A copy of the complete application package must be submitted to the District Office of the Ministry in which the mobile waste processing equipment is to be stored.

To find the appropriate Ministry District Office please refer to the Ministry’s website or use the following link: <http://www.ene.gov.on.ca/envision/org/op.htm#Reg/Dist>.

### **2.2. Who is the Applicant**

The statutory requirement for a CofA for a waste management system is contained in Section 27 of the EPA. Section 27 requires that an approval be obtained from the Director before using, operating, establishing, altering, enlarging or extending a waste management system or a waste disposal site. It is the Applicant’s responsibility to be aware of, and to understand all legal requirements of the EPA and other applicable legislation. Applicants should refer to the Acts and Regulations for a comprehensive review of those requirements or seek legal counsel.

The responsibility for obtaining approval for the waste management system lies with the individual or corporation that will be the owner of the proposed waste management system and will be responsible for the operation of the mobile waste processing equipment and ultimately responsible for compliance with all of the terms and conditions in the CofA. If the

owner is a corporation, the person signing the application on behalf of the corporation must be an officer or director of the corporation as listed on the documents of incorporation, or must be an employee of the company who is specifically authorized by the corporation to do so. If the person signing the application is not an officer of the corporation, the application must be accompanied by a letter signed by an official of the corporation authorizing the person to act on its behalf for that purpose.

### **2.3. When to File Applications**

Applicants are encouraged to submit their completed application as soon as possible in order to avoid delays in construction and operation. However, the submitted applications must be complete and they must include all relevant supporting documents identified in this guide and by the application form. An application will be considered incomplete if it lacks finalized design plans. Incomplete applications will be cancelled and returned minus the non-refundable administrative processing fee.

The length of time required for the Ministry to review an application is dependent on several factors, including: the complexity of the proposal, the quality of the application and the associated documentation and any concerns from the District Office or Ministry supplementary reviewers.

### **2.4. Completing the Application Form**

The Application Form is organized into the following seven sections.

- Application Summary
- Section 1: Applicant Information
- Section 2: Project Information
- Section 3: Equipment Storage Site Information
- Section 4: Process and Equipment Information
- Section 5: Supporting Information Requirements
- Payment Information

Interactive features have been incorporated to assist the Applicant with completing the form. To take advantage of all these features, the form must be completed using version 8 or above of the free Adobe Acrobat Reader software, available at [www.adobe.com](http://www.adobe.com). Some features may not work as expected in earlier versions of the program or other PDF reader software.

The form can be filled in and saved using the free Acrobat Reader software.

The form will calculate certain values based on the information entered by the user. For example, the cost associated with the application and the amount of required financial assurance is calculated automatically by the form.

The Application Summary section of the form will indicate if any section of the form has not been completed. Each section of the form will be identified as complete (green checkmark) or incomplete (red X). The checkmark or X will appear on the left hand side of the form, next

to the section heading. A corresponding checkmark or X will appear next to the section heading on the Application Summary page.

If a specific field or section of the form is not required to be completed, based on other information entered in the form, the user will be unable to enter information into the “not required” field(s). For example, if the user indicates that an address in the form is the same as the Applicant Physical Address, then the same address information is not required a second time.

Please note that the **ancillary explanatory information related to the actual completion of the application form has been imbedded in the electronic version of the form** and can be accessed by clicking on the text description of the field. For example, clicking on the text for the field “Applicant Name” will provide the user with a description of the information being requested in that field. If the form is being completed manually, the ancillary explanatory information can be found in an appendix to the form.

The following sections describe in general terms what is required in the form.

### ***2.4.1. Application Summary***

The Application Summary Section is where the Project Name and Project Description Summary are identified for the proposal. This section of the form (electronic version only) will identify the Application Status and will advise the Applicant whether the application is complete or not. The application costs summary is also included in this section. The application costs are generated automatically if the electronic version of the form is used.

If the form is being completed manually the Applicant must calculate the costs using the form titled “Costs for EPA s.27 (Waste Management) Applications - Supplement to Application for Approval” (PIBS 4186).

### ***2.4.2. Completing the Project Description Summary***

The Project Description Summary is a brief description summarizing the details of the proposed waste management system for mobile waste processing. The specific details of the proposal are not required, however the main or basic components, equipment, processes or items should be listed (i.e. type of waste to be processed, treatment/processing capacity etc.). A good Project Description uses simple, easy to understand language and avoids all technical jargon that may be difficult to understand.

### ***2.4.3. Section 1: Applicant Information***

Applicant Information is information that identifies the individual or organization that has legal responsibility for the proposed equipment (normally the owner of the equipment). All ancillary guidance required to complete this section is embedded in the application form.

#### **2.4.4. Section 2: Project Information**

Project Information is the information identifying the type of application that the Applicant is applying for. The identification of the Project Technical Contact is also identified. All ancillary guidance required to complete this section is embedded in the application form.

#### **2.4.5. Section 3: Equipment Storage Site Information**

Equipment Storage Site Information is the information identifying the physical location where the mobile waste processing equipment will be stored when not in use. This section requires the Applicant to identify the site zoning and the present land use of the property as well as the land use of the adjacent properties. This section also requires the Applicant to identify the owner of the property, to identify the operating authority for the mobile processing equipment being applied for and to indicate whether the property is subject to development control under either the Niagara Escarpment Planning & Development Act or the Oak Ridges Moraine Act. All ancillary guidance required to complete this section is embedded in the application form.

#### **2.4.6. Section 4: Process and Equipment Information**

This section of the form requires information regarding the proposed mobile waste processing operation that is being applied for including the types of waste that will be treated, the identification of the processing equipment, the processing technology that will be utilized and the types of sites where the equipment will be operated at. This section of the form will identify to the Applicant the amount of Financial Assurance that is required. All ancillary guidance required to complete this section is embedded in the application form.

#### **2.4.7. Section 5: Supporting Information**

This section of the application identifies all of the additional supporting documentation that is required to be provided in the application package. The electronic version of the form identifies what supporting documentation is to be included in the application package based on the type of application that is being submitted and the information that the Applicant has completed in Sections 1 through 4 of the form.

#### **2.4.8. Payment Information**

If the CofA application form is being filled in manually the Applicant must complete and submit "Costs for EPA s.27 Applications – Supplement to Application for Approval", PIBS 4186, as part of the complete application package. If the application form is being completed electronically the application fee will be calculated automatically and the Cost Summary table at the beginning of the form will be populated accordingly.

The last page of the application form is where the payment information is recorded and where a certified cheque, or money order is attached if either is the selected method of payment. Applicants are not to include the Payment Information page in the copy of the application that is to be sent to the Local District Office.

## PART 3 - APPROVAL REQUIREMENTS

Waste management systems for mobile waste processing operations are subject to approval under Part V of the EPA, and where the operation of the mobile unit generates any form of emissions to the environment, including noise (other than water), an approval under Section 9 of the EPA is also required. Where the operation of the mobile unit generates discharges to surface water, a CofA under Section 53 of the OWRA is required.

Section 17.1 of O.Reg. 347 of the EPA provides some exemptions from the requirements of Section 27 of the EPA for the on-site processing of waste. Applicants should refer to O. Reg. 347 and Ministry Fact Sheet entitled "*Waste Storage, Mixing and Processing Requirements Effective March 31, 2006*" (April 2006), PIBS 5440, to determine whether a CofA for mobile waste processing is required for a given situation.

Where an Applicant proposes to locate mobile waste processing equipment at a central location and have waste transported to the central location for processing from off-site generators, the waste management systems – mobile waste processing approvals procedure is not to be followed. The establishment of a central location for the treatment of waste transported from other generators is in effect the establishment of a waste processing site that requires a site-specific approval for a waste disposal site, subject to the public participation process prescribed in the Environmental Bill of Rights (EBR). For guidance on how to apply for a waste disposal site please refer to the Ministry document entitled, "Guide for Applying for Waste Disposal Sites", PIBS 4183e.

Approved mobile waste processing units may operate at already approved fixed waste disposal sites, as long as the waste disposal site is approved to accept the type of waste and is approved for the type of waste processing that is to be undertaken by the mobile unit.

Waste management system approvals for mobile waste processing operations may operate at an individual location for a limited duration only. This limitation is in part based on the fact that proposals for mobile waste processing operations are not prescribed instruments under the EBR and therefore there is no public participation process available to adjacent property owners and tenants. Typically a CofA for a mobile waste processing operation will include a restriction on the maximum number of days in a calendar year that the equipment may operate at each location. The duration is technology specific; however for most applications it is generally limited to 60 days. The Director will consider extending the period that the equipment may be used at a location on a case by case basis particularly for contaminated soil bioremediation equipment or other treatment technologies that involve extended processing times.

Please note that if there is any discharge to the air or surface water, an application for approval under Section 9 of the EPA or Section 53 of the OWRA may be required and may include public participation requirements under the EBR.

If corresponding applications are required they should be submitted concurrently with the application for a waste management system for mobile waste processing.



For information regarding Air and Noise CsofA please refer to the Ministry's document entitled "Guide to Applying for Approval (Air & Noise)", PIBS 4174e. For information regarding waste water CofAs please refer to the Ministry's document entitled "Guide for Applying for Approval of Municipal and Private Water and Sewage Works (Section 52 & 53 OWRA R.S.O 1990)", PIBS 4063e. For information relating to the public participation requirements of the EBR please refer to the Ministry guide entitled "The Requirements of the Environmental Bill of Rights for Prescribed Instruments", PIBS 3323e.

### **3.1. Application Requirements - General**

A complete application package for a waste management system for mobile waste processing consists of:

- a) A properly completed application form
- b) All supporting information and documentation including a Design and Operations Report
- c) A covering letter that:
  - i. is addressed to the "Director, Environmental Assessment and Approvals Branch, Part V, EPA" and
  - ii. identifies all other recipients of the complete application package

#### **3.1.1. Financial Assurance**

Financial Assurance is required for a private sector waste management system mobile waste processing CofA for the implementation of remedial measures, if necessary, in the event of a spill, fire or waste abandonment. Financial Assurance requirements for mobile waste processing are as follows:

Liquid waste and/or hazardous waste	\$20,000 per unit
Non-hazardous solid waste	\$ 5,000 per unit

A Financial Assurance limit for a particular company is the amount equal to 10 times the single unit amount (i.e. \$200,000 for hazardous waste and \$50,000 for non-hazardous waste processing). For more information, reference should be made to the Financial Assurance Guideline, F-15 (formerly 02-03), PIBS 0226e.

The Applicant will be required to provide Financial Assurance to the Ministry in the appropriate form and amount as a condition of a CofA.

The Financial Assurance is returned to the Applicant upon revocation of the CofA and the confirmation by Ministry staff that implementation of any remedial measures are not necessary.

Note: If an Applicant is applying for an amendment to an approval for a mobile waste processing CofA that was originally issued as a waste disposal site CofA the Director may re-issue the instrument as a CofA for a waste management system for mobile waste processing. If the existing Financial Assurance is in a non-cash form this may require that the Applicant provide the Ministry with an updated irrevocable letter of credit, surety bond or other acceptable form of Financial Assurance that refers to the re-issued CofA.

### **3.2. *Mobile Waste Processing – General Waste***

This section describes the technical information requirements in support of an application for the mobile processing of waste using mobile processing equipment. If the mobile processing equipment is to be used to clean-up soil at a contaminated site then please refer to section 3.3 of this guide.

In addition to a completed application the following supporting information and documentation is required when submitting an application for approval of mobile waste processing equipment:

#### **A. Design and Operations Report**

This report describes the mobile waste processing equipment, processing technology and the types of waste that are to be treated. It also describes the operational control measures, monitoring requirements, contingency plans and equipment maintenance requirements. It is required that the Design and Operations Report be maintained current at all times. It is expected that an updated document is to be submitted with subsequent applications to amend the CofA if the report changes as a result of the application.

At a minimum, the Design and Operations Report for mobile waste processing must include:

1. The area to be served by the mobile waste processing equipment, the days and hours of operation anticipated and the physical location of where the mobile waste processing equipment will be stored when not in use.
2. A description of the types of waste that are to be processed. For liquid industrial waste and hazardous wastes include the identification of each of the waste classes and characteristics. For non hazardous waste types identify the categories of waste that are to be processed such as wood waste, used tires, construction and demolition waste (C&D) etc.
3. The number of mobile waste processing units to be operated as part of the waste management system.

4. For each mobile waste processing unit identify and provide a clear description of the mobile waste processing equipment (including equipment make, model and serial number). If a piece of generic equipment that makes up a component of a mobile unit is to be rented by the Applicant on an as needed basis then the Applicant must adequately provide a general description of the equipment (i.e. rubber tire backhoe, excavator).
5. For each mobile waste processing unit provide a detailed description of the processing method (technology) to be used, including a flowchart illustrating the sequence of steps involved in the process for each type of waste and/or waste class from the time the waste stream enters the mobile unit up to the point at which all processing/treatment operations are complete.
6. The processing capacity of each of the mobile units.
7. Drawings (preferably a plan and elevation drawing) indicating the dimensions, separation distances and location of various equipment and the overall dimensions of each mobile unit.
8. The identification of any additives or reagents used in the processing of waste including the relevant Material Safety Data Sheets.
9. A description of the monitoring and testing program to be used to initially characterize the wastes, if applicable.
10. A list of process parameters to be monitored and monitoring procedures (including the frequency of monitoring).
11. A description of all residual waste streams generated by way of the processing equipment including, as applicable, relevant Ministry waste classes and amounts. If there are variations between the different mobile processing units, each unit must be described separately and the differences between the units must be clearly identified.
12. Identify how the residual wastes and processed waste are to be managed or disposed of. Describe who will be responsible for disposal of the residual waste.
13. Provide a detailed sampling and analysis program, if applicable, for the waste to be processed, the processed waste and any residual waste streams generated by the mobile units.
14. Site preparation and planning details as well as procedures to be followed when operations are completed and the mobile unit is to be moved off site.
15. Details on the waste and processed waste stockpiling procedures, if applicable, including but not limited to the handling procedures, types of liners used, run-off containment system design and run-off handling.

16. Description of the contingency measures for spills or fires, and other emergency situations including the equipment to be used, the procedures to be followed and the chain of responsibility in handling such situations. Procedures for handling of waste generated by the emergency situations should also be included.
17. Description of the site security arrangements, i.e. fencing, gates, supervision and description of the signs, including the information to be displayed.
18. Description of any air/noise emissions resulting from the operation of the mobile unit(s).
19. Proposed mobile unit equipment cleaning procedures and handling of any waste generated by the cleaning procedures.
20. Maintenance requirements for the mobile unit equipment.
21. Staff training requirements.
22. Procedures for:
  - Record keeping, including waste classifications and the rates and volumes of waste that are managed at the site
  - Describing how waste is transported/managed onto the site, stored, or otherwise managed on-site and during shipment off-site
  - Reporting to the Ministry, including any monitoring results, spills, volumes and types of wastes received and processed
  - Labelling of storage containers, areas, and vehicle routes within the site
  - Monitoring and analytical program

If the mobile processing equipment is used for the processing of liquid waste, at a minimum, the following additional requirements must be included in the Design and Operations Report:

1. Specification(s) of all tanks or vessels which are part of the mobile unit including:
  - Tank dimensions
  - Maximum volume
  - Volume monitoring device
  - Venting
  - Type and gauge of material
  - Type of assembly
  - Tank foundation
  - Piping and coating to prevent chemical leakage and/or corrosion
2. Details of the containment system for any tanks or vessels which are a part of the mobile unit including but not be limited to the design of the containment system, its holding capacity and methods of clean-up of any spills contained within.

3. Description of any liquid discharges related to the operation of the mobile unit and its disposal site destinations.
4. Description of the liquid level monitoring procedures.

### **3.3. *Mobile Waste Processing – Clean-Up of Contaminated Sites***

This section describes the technical information requirements in support of an application for the mobile processing equipment to be used to clean-up soil at a contaminated site. In addition to a completed application the following supporting information and documentation is required when submitting an application for approval of mobile waste processing equipment:

#### **A. Design and Operations Report**

This report describes the mobile waste processing equipment, the processing technology and the types of contaminants in the soil that the equipment will be capable of treating. It also describes the operational control measures, site preparation procedures, monitoring requirements, contingency plans and equipment maintenance requirements. It is required that the Design and Operations Report be maintained current at all times. It is expected that an updated document is to be submitted with subsequent applications to amend the CofA if the report changes as a result of the application.

At a minimum, the Design and Operations Report for mobile waste processing used to clean-up soil at a contaminated site must include:

1. The area to be served by the mobile unit, days and hours of operation anticipated and the physical location of where the mobile unit will be stored when not in use.
2. A description of the range of contaminants and the relative degree of contamination that the mobile waste processing equipment is capable of treating.
3. The number of mobile waste processing units to be operated as part of the waste management system mobile waste processing approval.
4. For each mobile waste processing unit identify and provide a clear description of the mobile waste processing equipment (including equipment make, model and serial number). Include a description of any pipes and their layout, any liners and their use, tanks and their storage capacities, blowers, compressors, pumps, equipment used for pile construction and soil turning, mixing etc. If a piece of generic equipment that makes up a component of a mobile unit is to be rented by the Applicant on an as needed basis then the Applicant must

adequately provide a general description of the equipment (i.e. rubber tire backhoe, excavator).

5. For each mobile waste processing unit provide a detailed description of the processing method (technology) to be used, including a flowchart illustrating the sequence of steps involved in the process.
6. A description of any equipment that is not directly a part of the mobile unit, but will be used during waste processing and which has a separate CofA.
7. Drawings (preferably a plan and elevation drawing) indicating the dimensions, separation distances and location of various equipment and the overall dimensions of the mobile unit.
8. The identification of any additives or reagents used in the processing of waste including the relevant Material Safety Data Sheets.
9. A detailed description of the sampling and analysis program to be followed that includes a list of process monitoring/testing parameters and the frequency of the monitoring which will be undertaken. The program should include the identification of responsibilities related to sampling and testing and should include the following:
  - the initial assessment and characterization of the contaminated soil;
  - the monitoring of contaminated soil undergoing treatment;
  - the assessment of soil that has been processed by the mobile equipment, and
  - the testing requirements for any residual waste streams generated through the process.
10. A description of all residual waste streams generated by way of the processing equipment including the identification of relevant waste classes, characteristics and amounts. Describe how the residual waste will be managed or disposed of and identify who will be responsible for its disposition (i.e. mobile unit owner or the property owner/tenant).
11. The identification of the proposed end use of the soil that has been treated by the mobile unit including the details of the proposed end use criteria if the soil is to be reused at the site.
12. Site preparation and planning details as well as procedures followed when operations are completed and mobile the unit is to be moved off site.
13. Details on the waste and processed waste stockpiling procedures, including but not limited to the handling procedures, types of liners used, run-off containment system design (berms, liners, etc.) and proposed handling of collected leachate.

14. Specification of all tanks or vessels which are part of the mobile unit, if applicable, including:
  - Tank dimensions
  - Maximum volume
  - Volume monitoring device
  - Venting
  - Type and gauge of material
  - Type of assembly
  - Tank foundation
  - Piping and coating to prevent chemical leakage and/or corrosion
15. Details of the containment system for any tanks or vessels which are a part of the mobile unit including but not be limited to the design of the containment system, its holding capacity and methods of clean-up of any spills contained within. Also include a description of the methods used to control and monitor the liquid levels in the tanks.
16. Description of any air/noise emissions resulting from the operation of the mobile unit.
17. Description of any liquid discharges related to the operation of the mobile unit.
18. Description of the contingency measures for spills or fires, and other emergency situations including the equipment to be used, the procedures to be followed and the chain of responsibility in handling such situations. Procedures for handling of waste generated by the emergency situations should also be included.
19. Description of the site security arrangements, i.e. fencing, gates, supervision and description of the signs, including the information to be displayed.
20. Proposed mobile unit equipment cleaning procedures and handling of waste generated by the cleaning procedures.
21. Maintenance requirements for the mobile unit equipment.
22. Staff training requirements.
23. Procedures for:
  - Record keeping, including waste classifications and the rates and volumes of waste that are managed at the site.
  - Describing how waste is stored or otherwise managed on-site and during shipment off-site.
  - Reporting to the Ministry, including any monitoring results, spills, volumes and types of wastes received and processed.
  - Labelling of storage containers, storage areas, and vehicle routes within the site, and,
  - Monitoring and analytical program.